

Updating the Position Hierarchy

User Guide

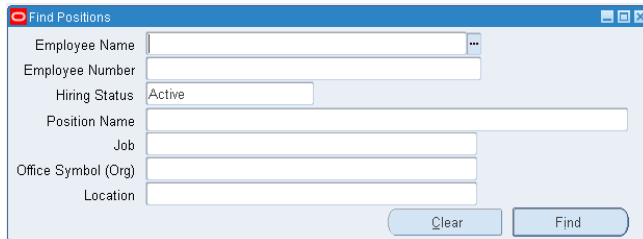
User Guide Purpose:	<p>Illustrates the process of <i>moving</i> positions from one Team Lead or Supervisory position to another Team Lead or Supervisory position within the position hierarchy.</p> <p>Illustrates the process of <i>inserting</i> positions into the position hierarchy.</p> <p>Illustrates how to <i>delete</i> a vacant position from the Hierarchy</p> <p>NOTE: The “Reporting To” position is required to be either a Supervisory or Team Lead position.</p> <p>NOTE: Positions should only be deleted from the hierarchy if they are not encumbered, obligated, or is being used for a detail.</p> <p>NOTE: After the vacant position is deleted from the Hierarchy, it will need to be eliminated/deleted/purged.</p> <p>NOTE: PCNs should never report to a “T” PCN Indicator.</p> <p>NOTE: A “D” PCN Indicator should never report to the PCN it was copied from.</p>
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Moving or Inserting a Position in the Hierarchy

Navigate to the Position Hierarchy Screen.

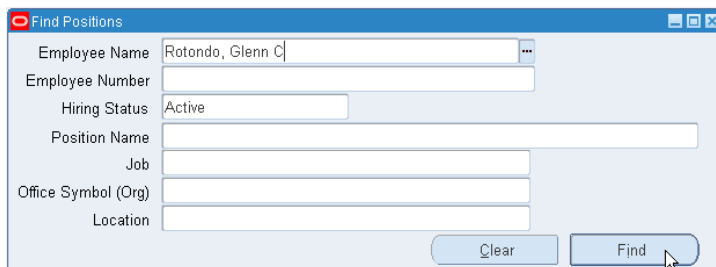
The **“Find Positions”** window will appear.



The screenshot shows a window titled "Find Positions" with a light blue header. Below the header, there are several search criteria fields: "Employee Name" (with a dropdown arrow), "Employee Number", "Hiring Status" (with a dropdown arrow and the word "Active" selected), "Position Name", "Job", "Office Symbol (Org)", and "Location". At the bottom right of the form area, there are two buttons: "Clear" and "Find".

Search for a person or position in the hierarchy that you'd like to link the vacant position to. In this example, we're going to search by employee name.

Click in the **“Employee Name”** field and enter the name of the employee you want this vacancy to report to, and then click the **“Find”** button.



This screenshot shows the same "Find Positions" window, but the "Employee Name" field now contains the text "Rotondo, Glenn C". A mouse cursor is pointing at the "Find" button at the bottom right of the window.

The **“Position”** section of the **“Position Hierarchy”** window populates with the position(s) that meet the **“Employee Name”** query criteria. If positions are currently linked to this position, they will populate in the Subordinates section.

Position Hierarchy: 16-AUG-2012

Name: GSA ☒ Primary Version Number: 1

Position Name: Regional Commissioner for PBS.GS03.X1ES130.002.002066.C Up

Position Control Number: 002066 Office Symbol: 1P

Holder: Rotondo, Glenn C Holder Emp #: 459

Person Type: Employee Number of Subordinates: 830

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:


Team Lead: Supervisor: Zarnetske, Robert C

☒ Exists In Hierarchy

Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	Thibodeau, Denis J	17443
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	Ditrapano, Katherine F	259
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	** No Holders **	
Program Management Officer.GS03.11B0496.002.0021	002113	1P1	20	Bailey, Matthew H	533
Program Operations Officer.GS03.11B074.002.001546	001546	1PS	105	Palladino, Karen A	335

NOTE: You cannot insert a position into the hierarchy unless the parent position (Team Lead or Supervisor position) is in the hierarchy. The **“Exists in Hierarchy”** ☒ **Exists In Hierarchy** field will be checked if the parent position is in the hierarchy. If the box isn’t selected, you’ll have to correct the hierarchy working from the top down.

Click on any of the entries under the **“Name”** field within the **“Subordinates”** section then click the **“New”**  icon in the top left corner.

Position Hierarchy: 06-AUG-2013

Name: GSA ☒ Primary Version Number: 1

Position Name: Supervisory IT Specialist.GS14.00C3194.007.003151.C Up Detail

PCN: 003151 Office Symbol: CIH

Occ Series: 2210.Information Technology Management

Pay Plan and Grade: GS-15 Funded: ☒

Holder: Anglin, Carol A Holder Emp #: 15333

Person Type: Employee Number of Subs: 11

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

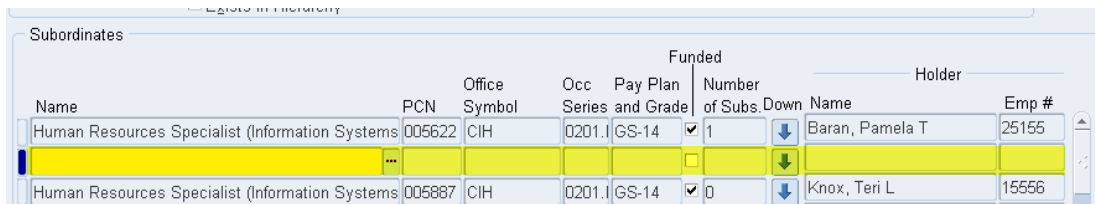
Team Lead: Supervisor: Costa, Anthony

☒ Exists In Hierarchy

Subordinates


Name	PCN	Office Symbol	Occ Series	Pay Plan and Grade	Funded	Number of Subs	Holder Name	Emp #
Human Resources Specialist (Information Systems)	005622	CIH	0201.I	GS-14	<input checked="" type="checkbox"/>	0	Baran, Pamela T	25155
Human Resources Specialist (Information Systems)	005887	CIH	0201.I	GS-14	<input checked="" type="checkbox"/>	0	Knox, Teri L	15556

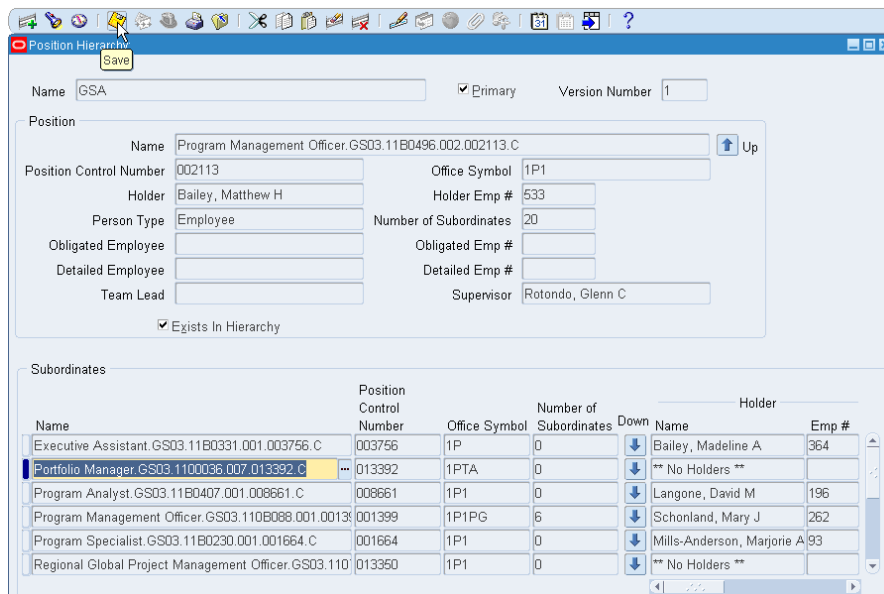
A blank line appears under the selected record in the **Subordinates** section, which will allow you to move/insert a position into the position hierarchy.



Name	PCN	Office Symbol	Occ Series	Pay Plan and Grade	Funded Number of Subs	Down	Holder Name	Emp #
Human Resources Specialist (Information Systems)	005622	CIH	0201.I	GS-14	✓	1	Baran, Pamela T	25155
Human Resources Specialist (Information Systems)	005887	CIH	0201.I	GS-14	✓	0	Knox, Teri L	15556

Enter the Position Control Number (PCN) into the name field using Wildcard symbols (i.e. %012345%). Next, hit the tab key on the keyboard and the fields will populate with the position and holder information.

Select the **“Save”**  icon to complete the insertion of the position into the hierarchy.



Position Hierarchy

Name: GSA ☒ Primary Version Number: 1

Position:

Name: Program Management Officer.GS03.11B0496.002.002113.C

Position Control Number: 002113 Office Symbol: 1P1

Holder: Bailey, Matthew H Holder Emp #: 533

Person Type: Employee Number of Subordinates: 20

Obligated Employee: Obligated Emp #:


Detailed Employee: Detailed Emp #:

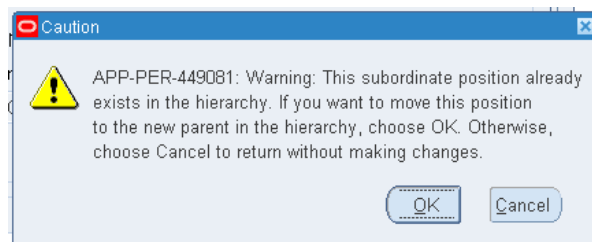
Team Lead: Supervisor: Rotondo, Glenn C

☒ Exists In Hierarchy

Subordinates:

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0		Bailey, Madeline A	364
Portfolio Manager.GS03.11B0036.007.013392.C	013392	1PTA	0		** No Holders **	
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0		Langone, David M	196
Program Management Officer.GS03.11B0088.001.001399	001399	1P1PG	6		Schonland, Mary J	262
Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0		Mills-Anderson, Marjorie A	93
Regional Global Project Management Officer.GS03.11B0350	013350	1P1	0		** No Holders **	

When moving a position that already exists in the hierarchy, a **“Caution”** window will appear. Click the **“OK”**  button.




Caution

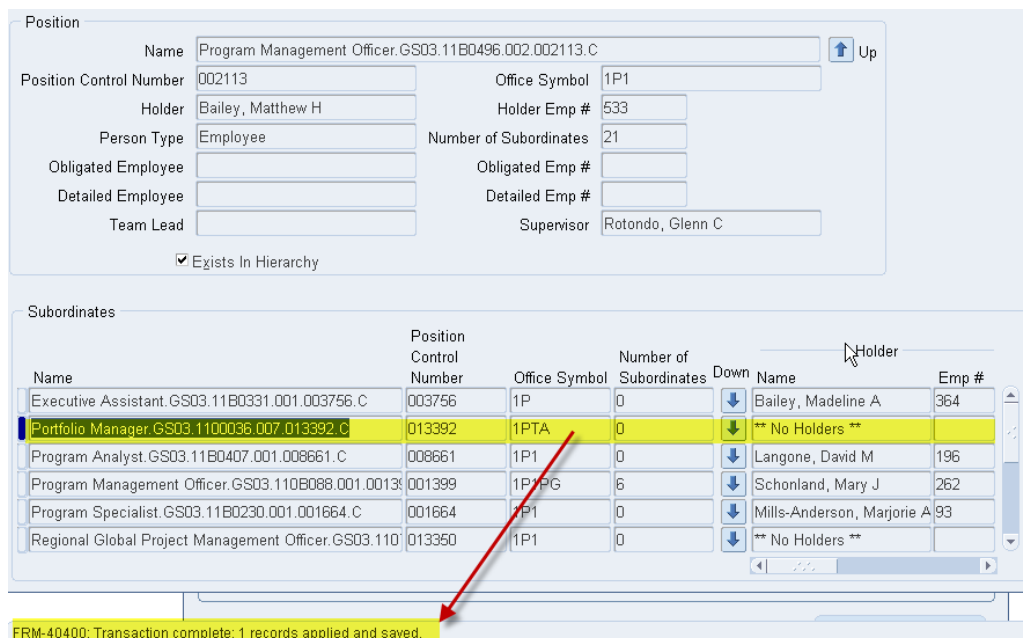
APP-PER-449081: Warning: This subordinate position already exists in the hierarchy. If you want to move this position to the new parent in the hierarchy, choose OK. Otherwise, choose Cancel to return without making changes.

In the bottom left hand corner of your screen the

“FRM-40400: Transaction complete: 1 records applied and saved.”



message will tell you that the transaction successfully completed.


NOTE: If you don't see this bar at the bottom of your screen, maximize your screen by selecting the **“Maximize”**  icon in the top right corner of your screen.

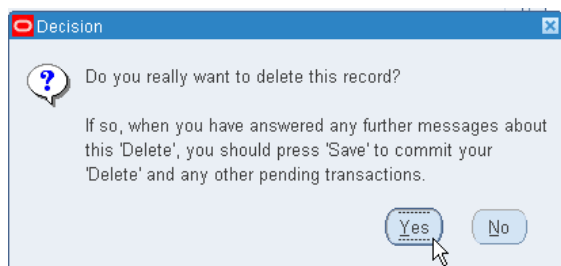


The screenshot shows a web application interface. At the bottom, a yellow message bar reads: "FRM-40400: Transaction complete: 1 records applied and saved." Above this is a "Subordinates" table. A red arrow points from the message bar to the table. The table has columns: Name, Position Control Number, Office Symbol, Number of Subordinates, Down, Holder Name, and Emp #. The row for "Portfolio Manager.GS03.1100036.007.013392.C" is highlighted in yellow. The "Holder" column for this row shows "** No Holders **".

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6	↓	Schonland, Mary J	262
Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0	↓	Mills-Anderson, Marjorie A	93
Regional Global Project Management Officer.GS03.110	013350	1P1	0	↓	** No Holders **	

For your information: If it turns out that you selected the **“New”**  icon by accident, or need to remove the position that you've inserted to the hierarchy, select the row you'd like to delete and select the **“Delete”**  icon.

A **“Decision”** window will appear. Click the **“Yes”**  button.



A decision dialog box titled "Decision" with a question mark icon. The text inside asks: "Do you really want to delete this record?" and provides instructions: "If so, when you have answered any further messages about this 'Delete', you should press 'Save' to commit your 'Delete' and any other pending transactions." At the bottom are "Yes" and "No" buttons. A mouse cursor is pointing at the "Yes" button.

Deleting a Vacant Position from the Hierarchy

Use the scroll bar on the right of the Down arrows in the Subordinate section to find the vacant position that will be eliminated.

Position

Name: Supervisory IT Specialist.GS14.00C3194.004.003389.C

Position Control Number: 003389

Holder: Andrew, Sheldon D

Person Type: Employee

Obligated Employee:

Detailed Employee:

Team Lead:

Office Symbol: CIH

Holder Emp #: 15651

Number of Subordinates: 10

Obligated Emp #:

Detailed Emp #:

Supervisor: Paige, Cheryl Marie

☒ Exists In Hierarchy

Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Detailed Employee Name	Emp #
Contract Specialist.GS14.00TEST.007.013593.C	013593	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	003497	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	006208	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	006537	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	003498	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	003480	CIH	0	↓		

Click on the vacant position line. The “Holders” name will display as “**No Holders**” and the Detailed Employee and Obligated Employee fields are null.

Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Contract Specialist.GS14.00TEST.007.013593.C	013593	CIH	0	↓	* No Holders **	
Human Resources Specialist (Information Systems).GS	003497	CIH	0	↓	Anglin, Carol A	15333
Human Resources Specialist (Information Systems).GS	006208	CIH	0	↓	Baran, Pamela T	25155
Human Resources Specialist (Information Systems).GS	006537	CIH	0	↓	Knox, Teri L	15556
Human Resources Specialist (Information Systems).GS	003498	CIH	0	↓	Hes, Sharon E K	16592
Human Resources Specialist (Information Systems).GS	003480	CIH	0	↓	Rollins, Janette S	5794

Click on the “Delete”  icon on the Tool Bar

File Edit View Folder Tools Window Help

Position Hierarchy

Delete


Name: GSA

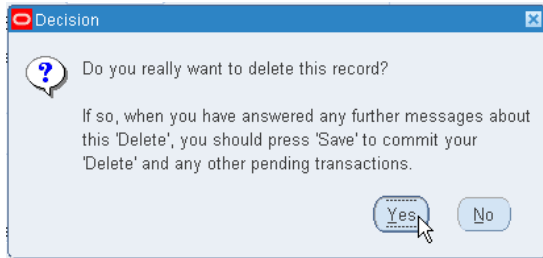
Version:

Number: 1

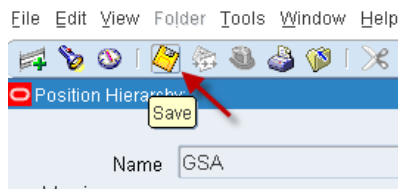
Date From: 01-JAN-1999

Date To:

A “Decision” window will appear asking if you really want to delete this record. Click the “Yes”  button.



Click the **“Save”**  icon on the Tool Bar.



In the lower left-hand corner of the screen you will see a message to confirm the transaction has completed.

FRM-40400: Transaction complete: 1 records applied and saved.

Verify that the vacant position has been deleted and is no longer in the hierarchy screen by reviewing the list of subordinates.

Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Emp #
Human Resources Specialist (Information Systems) GS	003497	CIH	0	Inglin, Carol A	15333
Human Resources Specialist (Information Systems) GS	006208	CIH	0	Jaran, Pamela T	25155
Human Resources Specialist (Information Systems) GS	006537	CIH	0	nox, Teri L	15556
Human Resources Specialist (Information Systems) GS	003498	CIH	0	yles, Sharon E K	16592
Human Resources Specialist (Information Systems) GS	003480	CIH	0	ollins, Janette S	5794
Human Resources Specialist (Information Systems) GS	003499	CIH	0	ong, Jeffrey W	19567

NOTE: After the vacant position is deleted from the Hierarchy, it will need to be eliminated (see Eliminating a Position User Guide)